

TECHNICIAN VACANCY ANNOUNCEMENT

HUMAN RESOURCE OFFICE
LOUISIANA NATIONAL GUARD
CAMP BEAUREGARD
PINEVILLE, LA 71360

POSITION TITLE/SERIES & GRADE Guidance Counselor, R8596000, GS-1740-09 (INDEFINITE)	APPOINTMENT FACTORS EXCEPTED OFF (MAJ & below) /WARRANT OFFICER	ANNOUNCEMENT NO. 112-05
LOCATION LANG-J1, Gillis Long Center Carville, Louisiana	SALARY RANGE \$41,772 - \$54,300 PER ANNUM	OPENING DATE 30 SEP 05
		CLOSING DATE 20 OCT 05

AREA OF CONSIDERATION: Officer (MAJ & below)/ Warrant Officer members serving in the Louisiana National Guard. THIS IS DESIGNATED AS AN "OBLIGATED POSITION" DUE TO FORMER INCUMBENT ACCEPTING A TITLE 32 ACTIVE DUTY TOUR. SHOULD RESTORATION RIGHTS BE EXERCISED, PRESENT INCUMBENT WILL BE SEPARATED AS A MILITARY TECHNICIAN. THE INCUMBENT WILL BE ENTITLED TO ALL LEAVE AND INSURANCE COVERAGE AS A PERMANENT EMPLOYEE AND COVERAGE IN THE CIVIL SERVICE/FEDERAL EMPLOYEE RETIREMENT SYSTEM. IF FORMER INCUMBENT DOES NOT EXERCISE RESTORATION RIGHTS PRIOR TO 27-AUG-2010, POSITION WILL BECOME PERMANENT.

QUALIFICATIONS:

a. **GENERAL EXPERIENCE:** Completion of a 4 year course leading to a bachelor's degree from an accredited college or university which included at least eight of the following undergraduate level courses. At least one course in Tests and Measurement, and one in Teaching Methods; the remaining six courses may be in any one or combination of the following areas: Curriculum development or design, adult education, educational program administration, guidance and counseling, career planning, and occupational information - OR Three years in one or more of the following types of experience may be substituted for the basic requirement: 1) Performing counseling and education career planning. 2) Conducting education and programs to enhance military enlistment. 3) directing or conducting an education services program which may include instructing classes. 4) Monitoring developments in the education community. 5) Reviewing education services programs.

b. **SPECIALIZED EXPERIENCE:** Twenty-four (24) months of experience, education or training which provided the candidate with the Knowledge, Skills and Abilities listed below.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- I. Knowledge of principles, methods, and techniques of guidance counseling.
- II. Knowledge of education theories, principles, processes and practices of secondary, adult, and/or continuing education.
- III. Ability to utilize web based and Microsoft applications to implement and manage education and incentive programs.
- IV. Ability to establish and maintain close working relationships using a variety of resources.
- V. Ability to communicate ideas and thoughts both orally and in writing.

EVALUATION PROCESS: Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

NOTE: THIS POSITION REQUIRES SATISFACTORY COMPLETION OF FULL MEDICAL EVALUATION PRIOR TO PLACEMENT AS A TECHNICIAN.

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ALWAYS CARING FOR OTHERS AND THE ENVIRONMENT

MILITARY ASSIGNMENT: Individual selected must be assigned to JFHQ and occupy OFF BR: 01A or WO BR: 011A prior to placement as a permanent technician. Excepted employees must wear the uniform prescribed by The Adjutant General and be enrolled in Direct Deposit (completion of FMS 2231) prior to placement as a technician. Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

SUMMARY OF DUTIES: This position is located in the Military Personnel Management Office. The purpose of this position is to provide a full range of general educational and career developmental counseling and assistance to military personnel of the command and attaches organizations needed. Conducts surveys of educational needs and preferences; obtains information concerning educational levels of military in the area to which assigned; analyzes results in the light of educational level requirements for the rank and occupational assignments of individuals. Arranges for the testing of individuals constituting the units and analyzes results. Arranges with unit commanders to make individuals available for any on-duty and off-duty preparatory, high school, and college courses needed to raise educational levels to acceptable standards. Interviews and counsels military personnel to help them develop and achieve a valid education goal and subsequent occupation. Administers, analyzes and interprets test results as required in subsequent counseling sessions to assist individuals in making a realistic self appraisal of their needs and desires. Schedules on-duty classes, off-duty classes, or any available combination the individual may desire to attend in order to work toward their stated education goals. Monitors progress of individual soldier to ensure educational progress. Prepares and/or conducts educational briefings for groups or units to inform them of the entire educational program. Serves as alternate administrator of the education program.

HOW TO APPLY:

a. National Guard technicians and members applying for vacancy must submit NGB Fm 300(LRA), OF 612/Resume, OF 306 (must accompany OF 612/resume), AGO LA FM 690-171-1 (Military Supplement) and AGO LA FM 690-171-2 (statement indicating how they attained and/or qualify in the Knowledge, Skills and Abilities listed previously). Applicants applying for initial appointment must submit DD Form 214 for periods of Active Military Service (Title 10) performed. All applications will be submitted to this headquarters, ATTN: LANG-J1-HT, 949 F Street, Camp Beauregard, Pineville, La 71360. Use of government postage paid envelopes for submission of applications is prohibited.

FAXED APPLICATIONS WILL NOT BE ACCEPTED FOR TECHNICIAN VACANCIES.

b. Applications must be received in this headquarters by the closing date indicated in this announcement. National Guard units or this headquarters will furnish necessary applications forms on request.

NOTE: SELECTEE MAY BE RESPONSIBLE FOR PAYMENT OF ALL PERMANENT CHANGE OF STATION TRAVEL AND TRANSPORTATION EXPENSES DEPENDING ON FUNDING, AVAILABILITY OR RELATIVE IMPORTANCE OF AND/OR REQUIREMENTS OF THE POSITION.

THIS ANNOUNCEMENT WILL BE GIVEN THE WIDEST POSSIBLE CIRCULATION AND A COPY WILL BE POSTED ON BULLETIN BOARDS THROUGH THE CLOSING DATE.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PHYSICAL HANDICAP OR AGE WHICH DOES NOT INTERFERE WITH JOB ACCOMPLISHMENT OR NATIONAL GUARD MEMBERSHIP WHEN REQUIRED.

**P.O.C. FOR ADDITIONAL INFORMATION: TSgt Latasha M. Goines~ (318) 641-3833
LT Steven Thompson~ (318) 641-3834**

DISTRIBUTION:

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